



# General User Guide

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# Introduction

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Welcome to the Nationwide Cybersecurity Review (NCSR) Portal. This guide will provide the information you need to navigate the platform, review results, and export data.

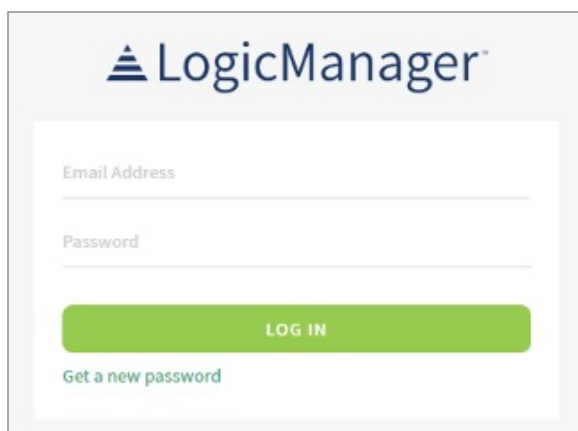
## Signing On

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An account has been created for all previous users. Accounts for new users have been created upon their registration at the following website: <https://www.cisecurity.org/ms-isac/services/ncsr/>. Accounts will be created within 2–4 days of registering. The following steps explain how to log in for the first time.

**Note:** You will not be able to login until your account has been created.

- 1 To access the NCSR Portal, please visit the following link:  
<https://cis.my.logicmanager.com/>
- 2 You will then be able to reset your password. Click the option “Get a new password.”

A screenshot of the LogicManager login interface. At the top, the LogicManager logo is displayed. Below it, there are two input fields: "Email Address" and "Password". A green "LOG IN" button is positioned below the password field. At the bottom of the form, there is a link that says "Get a new password".

- 3 The following prompt will appear. Enter the email address with which your account is associated. (This will be your government email or the email you registered with).

### Get a new password ✕

Please enter your email and we'll send you instructions to reset your password.

Email \*

This field is required.

CANCEL SUBMIT

- 4 Once the email address is entered, click the "Submit" button. An email will be sent to the email address provided with a one-time password reset link. The email will come from the automated address [customer.support@logicmanager.com](mailto:customer.support@logicmanager.com). If you do not see the email in your inbox shortly, please check your spam or junk folders.

## LogicManager™

Hi Name,

We have just received your password reset submission!

To reset your LogicManager password please follow this temporary link:  
<https://cis.my.logicmanager.com/?ticket=apsv12ozvvyBW5Z2VK9VIMh1YSGxsZ>  
This link will expire in 15 minutes.

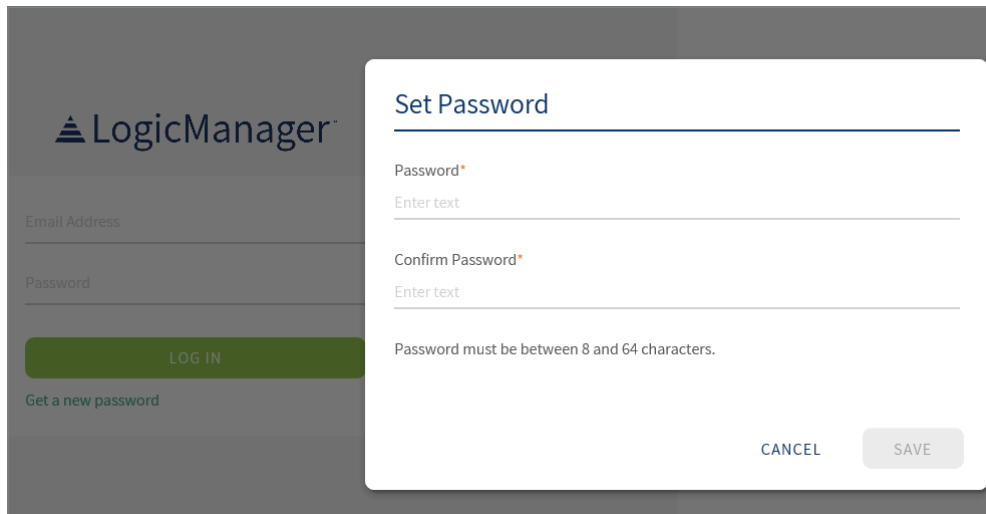
When creating a password we suggest using four random words as the password.  
This method creates a strong password that is also easy to remember.

Regards,  
The LogicManager Support Team

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This email was generated by LogicManager. If you have any technical issues,  
please email [support@logicmanager.com](mailto:support@logicmanager.com).

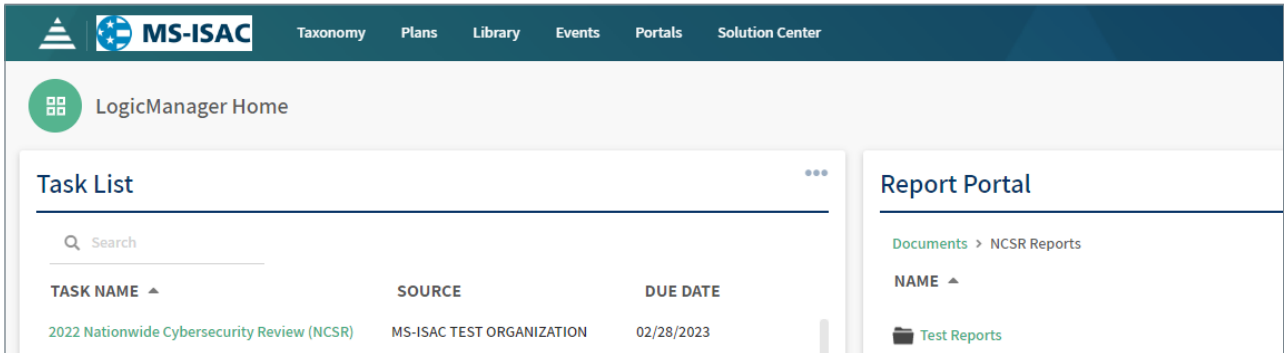
- 5 After clicking the temporary link, you will then be prompted to create a new password. This password must be between 8 and 64 characters. Use a mixture of special characters, capital letters, and numbers. Select "Save" and you will be successfully logged into the NCSR platform.



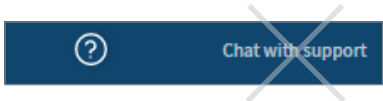
The screenshot shows the LogicManager login interface. On the left, there is a login form with fields for "Email Address" and "Password", a green "LOG IN" button, and a link "Get a new password". Overlaid on the right is a "Set Password" modal. The modal has a title "Set Password" and two input fields: "Password\*" and "Confirm Password\*", both with "Enter text" placeholder. Below the fields is a message: "Password must be between 8 and 64 characters." At the bottom right of the modal are "CANCEL" and "SAVE" buttons.

# NCSR Portal Home Screen

- 6 The NCSR Portal home screen will display a task for your NCSR assessment, when the assessment cycle is open. The home screen also has a “Report Portal” section, allowing access to folders holding your NCSR reports.




**Note:** Please DO NOT click the following options at the top of the NCSR Portal.



Always email [ncsr@cisecurity.org](mailto:ncsr@cisecurity.org) or call 518-266-3466 with NCSR-related questions.

# Accessing the Questionnaire:

- 7 Under the NCSR General User Dashboard, there is a section named "Task Name." Select the link named "2022 Nationwide Cybersecurity Review (NCSR)."

Task List		
 Search		
TASK NAME ▲	SOURCE	DUE DATE
2022 Nationwide Cybersecurity Review (NCSR)	MS-ISAC TEST ORGANIZATION	02/28/2023

- 8 Once in the assessment task view, each group of question will appear under a heading named "Section."

2022 Nationwide Cybersecurity Review (NCSR)

Details

Due 02/28/2023 [Update](#)

Assigned to [\\_Test Group](#) [Reassign](#)

Task ID: 52 Source: 4574: MS-ISAC TEST ORGANIZATION

Documents

There are 0 documents total.

Show all

Comments

[New](#)

Section	# total fields completed
Demographics Questions	13/21
Basic Cyber Hygiene	0/2
Identify	28/28
Protect	39/39
Detect	19/19
Respond	16/16
Recover	6/6
Automation Questions	16/16
Post-Survey Questions	5/7

## Task by Status

- 9 This section will show your progress in completing the NCSR. See below for an example of the chart and the legend. indicating your progress.



## Helpful Guidance Materials

- 10 Within the “Demographics Questions” section, a few guidance materials are available for download to help when completing the NCSR.

▼ Demographics Questions

These Demographic questions do not impact your score but do provide us with additional context to the responses you are providing. The grant specific questions are related to the Homeland Security Grant Program (HSGP). As outlined in the Fiscal Year 2020 HSGP Notice of Funding Opportunity (NOFO), the NCSR is a requirement for organizations receiving funding through the HSGP, specifically the State Homeland Security Grant Program (SHSP) and the Urban Area Security Initiative (UASI).

If you have any questions, please reference the NCSR guidance materials below:

NCSR FAQ Guide  
📎 [NCSR FAQ Guide.pdf](#)




NCSR Maturity Levels & Response Scale  
📎 [NCSR Maturity Levels & Response Scale.pdf](#)

NCSR Question Set - Help Text Clarification  
📎 [NCSR Question Clarification.xlsx](#)



# Navigating the Question Set

11 Upon clicking into your assessment task, you will see the following view.



Section	# total fields completed
Demographics Questions	13/21 
Basic Cyber Hygiene	0/2 
Identify	28/28
Protect	39/39
Detect	19/19
Respond	16/16
Recover	6/6
Automation Questions	16/16
Post-Survey Questions	5/7 
Optional: End User Comments - Demographics Questions	13/13

12 Each “section” listed vertically will contain questions for the NCSR. Select a specific “section” name to view the applicable questions. For example, by clicking into the “Identify” section, you will see all category and subcategory questions within this section.

Identify

Category: Identify - Asset Management

Category Description: The data, personnel, devices, systems, and facilities that enable the organization to achieve business purposes are identified and managed consistent with their relative importance to business objectives and the organization's risk strategy.

ID.AM-1: Physical devices and systems within the organization are inventoried.  

**\*All questions marked with a red asterisk are mandatory and must be answered for the assessment to be submitted.**

Also, the “Optional: End User Comments” sections do not have to be filled out. They are optional and can be used to enter notes or comments for your own reference.

- 13** Click the drop down to the right of each question to choose the applicable response for your organization.

ID.AM-1: Physical devices and systems within the organization are inventoried. ⓘ

Partially Documented Standards and/or Procedures

Optimized

Tested and Verified

Implementation in Process

Partially Documented Standards and/or Procedures

Documented Policy

Informally Done

Not Performed

**Note:** The option listed “Do Not Select – Archived - Risk Formally Accepted” has been retired and is not an applicable response. PLEASE DO NOT CHOOSE THIS OPTION.

Continue through all sections using the left-hand panel within the task view. All sections from “Demographics Questions” through “Post Survey Questions” will need to be answered.”

## Understanding the NCSR Questions

- 14** Within the questionnaire, next to each question within the Identify, Protect, Detect, Respond, and Recover tabs, you may hover over a question mark for a more detailed explanation of the question.

ID.SC-1: Cyber supply chain risk management processes are identified, established, assessed, managed, and agreed to by organizational stakeholders\* ⓘ

Select option ▼

ID.SC-2: Suppliers and third party partners of information systems, components, and services are identified, prioritized, and assessed using a cyber supply chain risk assessment process\* ⓘ

Select option ▼

**15** The detailed explanation will look like the image below.

Category: Identify - Supply Chain Risk Management

ID.SC-1: Cyber supply chain risk management processes are identified, established, assessed, managed, and agreed to by organizational stakeholders\* ⓘ

Informally Done

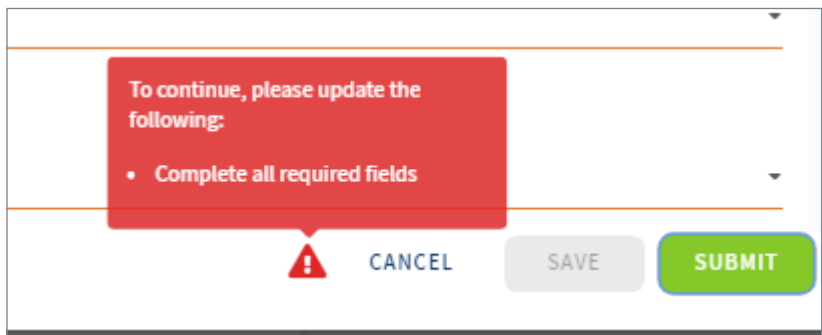
Ask Yourself: Does your organization understand their role in protecting their assets when working with contractors, suppliers, or third party hosts?

## Saving the Assessment

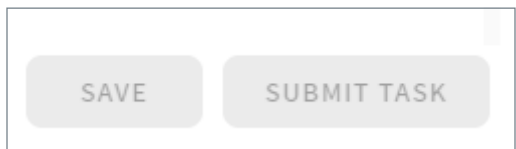
**16** To save edits to your questionnaire, use the “Save” option on the bottom of your screen. You do not have to complete the assessment in one sitting. You may save your changes and come back to the assessment.



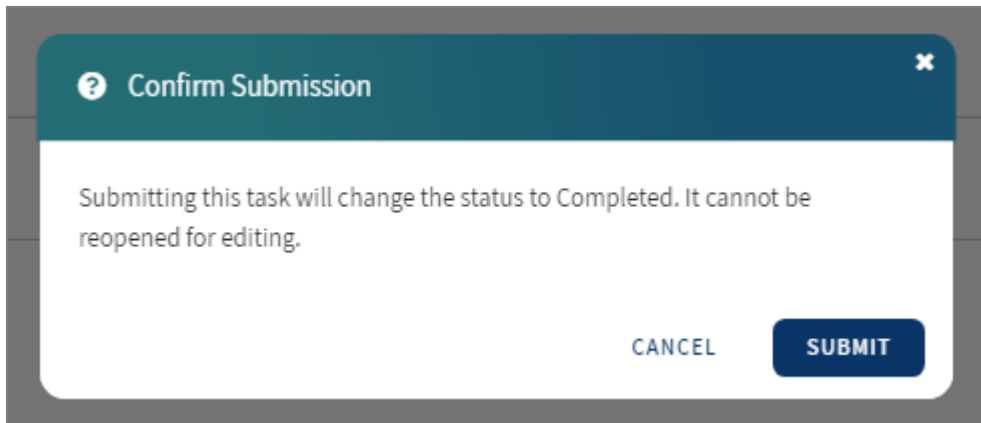
**17** All mandatory questions must be answered before you may submit the NCSR. The following error will appear if responses are missing, and you will not be able to submit the assessment until the mandatory questions are answered.



**18** To submit the questionnaire, select the “Submit Task” option at the bottom of the screen.



- 19** Once the submit option is selected, the following notice will appear. If you have completed the NCSR assessment, select "Submit".

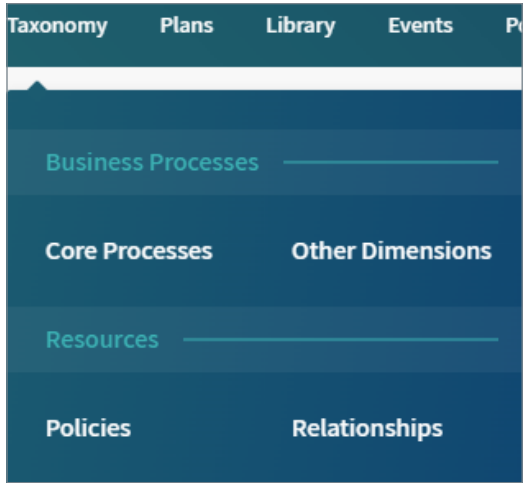


**\*Once you have submitted your assessment, your questionnaire is locked and a majority of available reports are generated.**

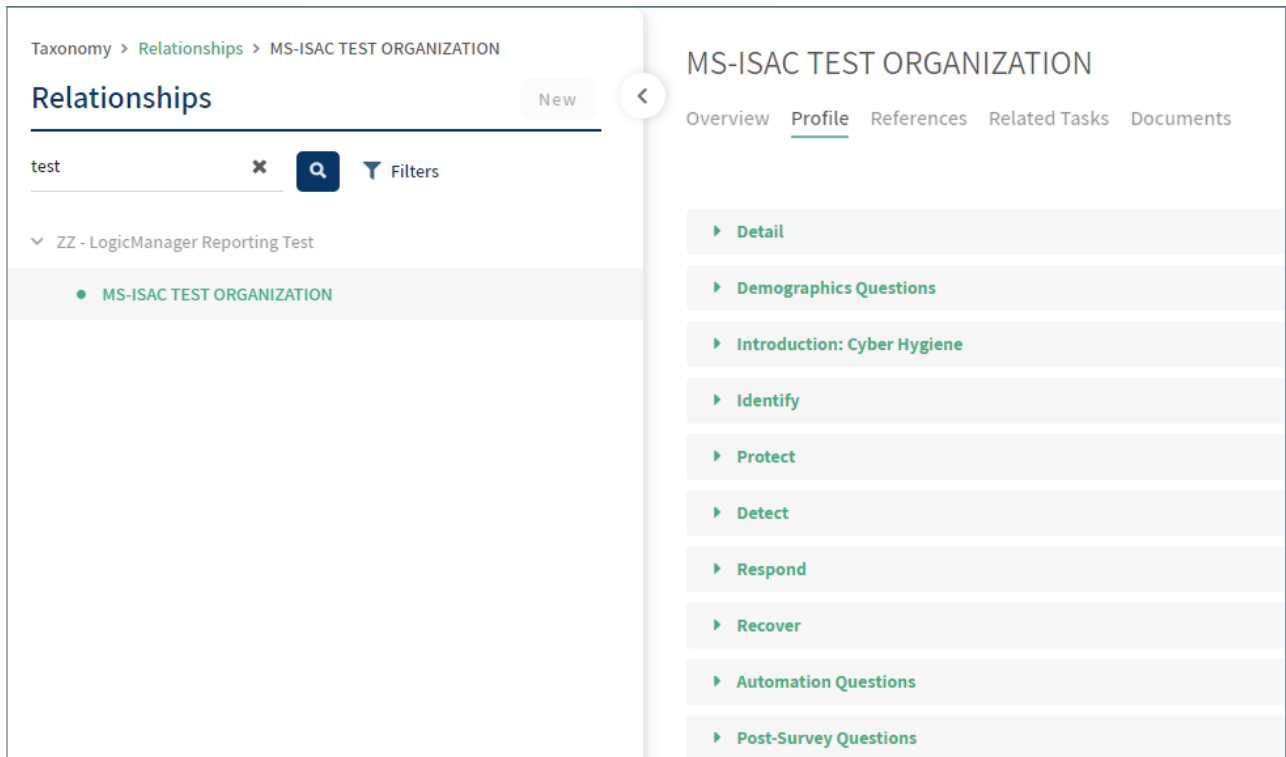
Please note, all reports will be available in the NCSR portal the day after submission, as the NCSR portal goes through a data refresh.

## Viewing Current Year NCSR Questions and Submitted Answers

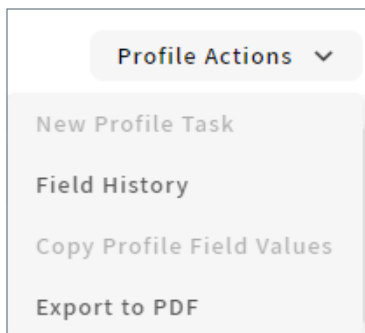
- 20 PDF Format:** To view your current assessment and responses in a list/PDF view, select the "Taxonomy" section in the top left of the screen and then select "Relationships."



**21** You will then be brought to your organization’s information entered within the current NCSR assessment.



**22** You can then export to PDF using the “Profile Actions” in the right-hand side of the screen.



**23 Excel Format:** To view your current year’s assessment and responses in a report format, including Excel format, view the “Report Portal” section on the home screen.

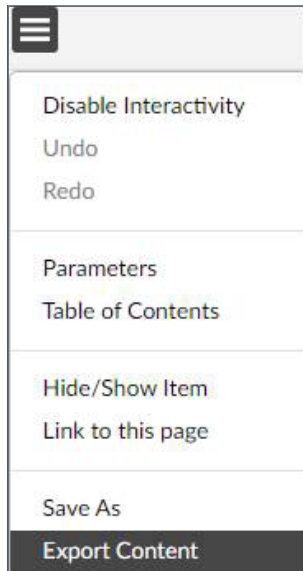
**24** Then, select the sub-folder named “2022 NCSR – All Questions & Submitted Answers.”



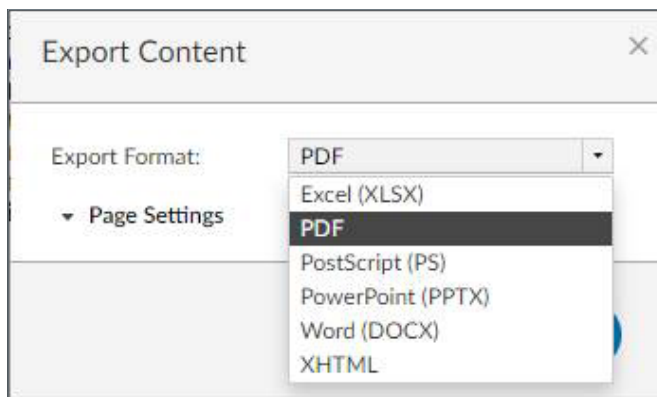
- 25 That folder will have a report by that same name for you to select. Once that is selected, you will have a report format with column headings representing the NCSR questions. The following icon in the upper left-hand corner of the screen can be used to export.



- 26 Select the option of "Export Content."



- 27 You will then have the following export options. Due to the large number of columns, Excel is recommended in this view. Please expand the columns in the Excel view once you have the Excel file open.



# Viewing Past Answers/Results

28 When viewing the NCSR portal's home screen, there will be a section named "Report Portal." A list of reports will display. The following report will display past answers submitted and the related NIST CSF scoring summaries.



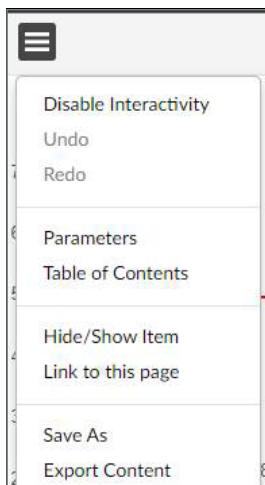
29 After selecting this "Year to Year Results" report, you will see a dropdown section that allows you to select a specific organization. Next, select "Finish," and a report will generate.

A screenshot of a web form. At the top, the text "Organization Name" is followed by a dropdown menu. Below the dropdown are four buttons: "Cancel" (light blue), "Back" (light gray), "Next" (light gray), and "Finish" (dark blue).

30 The report will have a bar graph at the top with the average scores on a scale from 1 to 7 for the NIST Cybersecurity Framework (CSF) functions. Then, a table will appear below that with the following headings:

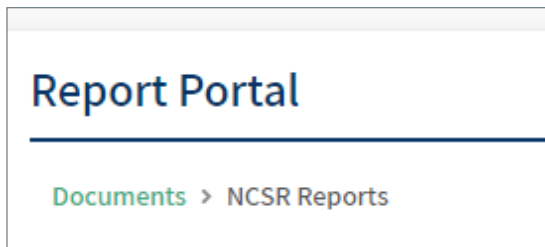
Question	
2020	
Identify	
ID.SC	

- 31** Scrolling down from that point will show the NCSR questions and submitted answers from the listed year. You can also export the report to Excel or PDF using an option in the upper left-hand side of the screen. Select “Export Content.”

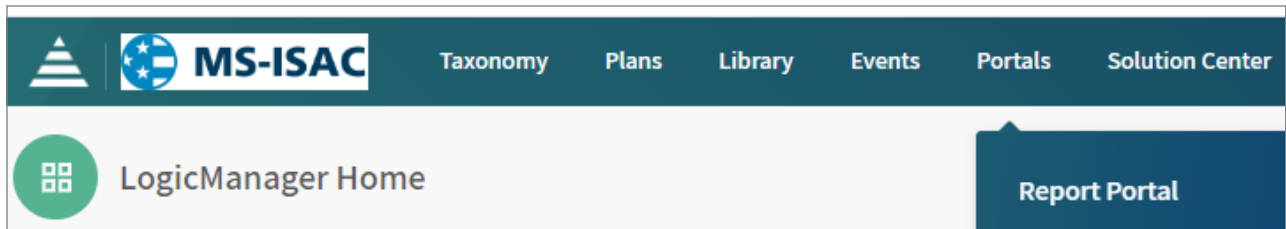


## Accessing Your Results and Reporting

- 32** To access your reports, return to the home page by clicking the pyramid icon or the MS-ISAC Logo in the upper left corner. The Report Portal can be accessed two ways. The first is by navigating to the section on the main dashboard as seen below.

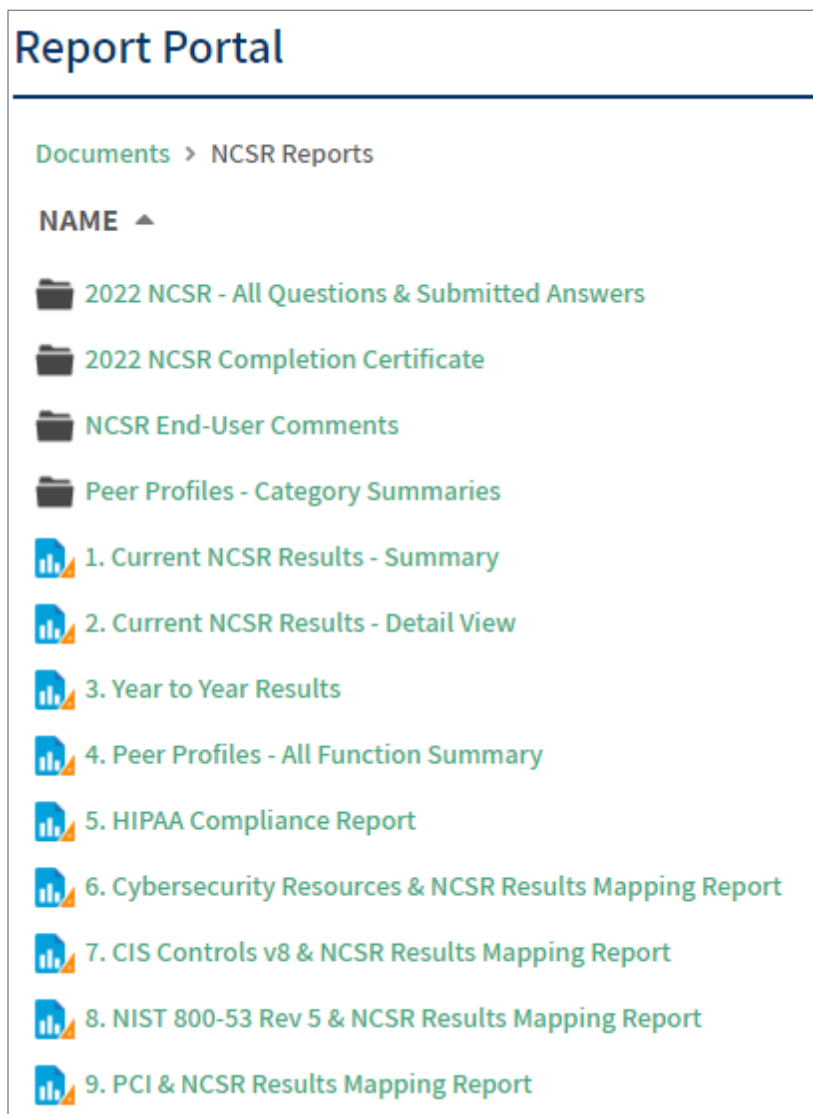


- 33** Or, by navigating to the top of the screen where “Portals” is listed as a heading, with “Report Portal” as a subheading.





34 You will see the following reports listed.



- **NCSR End-User Comments:** This subfolder provides any end-user comments/notes entered for each NCSR question, all in one place.
- **Peer Profiles–Category Summaries:** This subfolder provides a drill-down reporting view of the peer profile scores for the categories within each function (example: Select “Peer Profiles – Identify Categories” to view your specific scores in the Identify category).
- **Peer Profiles–All Function Summary:** Provides your year-to-year NCSR results across the National Institute of Standards and Technology (NIST) Cybersecurity Functions in comparison to your peers. Your peer groups are based on your Entity Type and Industry (example: State Health & Human Services).

**Please note:** Your results will be compared anonymously to other organizations in your peer group. Also, this reporting is created at the close of an NCSR cycle. Users will be notified when it is available.

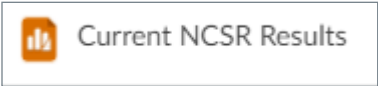
- **Current NCSR Results–Summary:** Provides your organization’s current NCSR results across the NIST Cybersecurity Framework Functions and Categories.
- **Current NCSR Results–Detail View:** Provides your organization’s current NCSR results across the NIST Cybersecurity Framework Functions, Categories, and Subcategories. Each Subcategory represents an NCSR question.
- **Year-to-Year Results:** Provides your year-to-year NCSR results across the NIST Cybersecurity Framework Functions and Categories.
- **Health Insurance Portability and Accountability Act (HIPAA) Compliance Report:** This report maps the NCSR question set to applicable HIPAA security rules.
- **Cybersecurity Resources & NCSR Results Mapping Report:** This report maps your NCSR responses to applicable Multi-State Information Sharing & Analysis Center® (MS-ISAC) and CIS no-cost or low-cost resources, open source resources, and policy templates.
- **CIS Controls v8 and NCSR Results Mapping Report:** This report maps your NCSR responses to the CIS Controls within Implementation Groups 1, 2, or 3.
- **NIST 800-53 Rev 5 & NCSR Results Mapping Report:** This report maps your NCSR responses to the practices within the NIST 800-53 security framework.
- **PCI & NCSR Results Mapping Report:** This report maps your NCSR responses to the Payment Card Industry (PCI) Security Standards.
- **Cybersecurity Framework Library:** This library provides additional authoritative resources such as the CIS Controls v8, HIPAA Security Rules, NIST 800-53 rev5, and the NIST Cybersecurity Framework.

# Displaying Dashboard Data and Viewing the Reports

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**Note:** This example applies to all reports

**35** Click the report titled “Current NCSR Results” in the Report Portal.



**36** Click the drop-down on the next screen to select your organization's name. *Please note, you will only be able to access information specific to your organization.*

Parameters

Organization Name MS-ISAC TEST ORGANIZATIC ▾

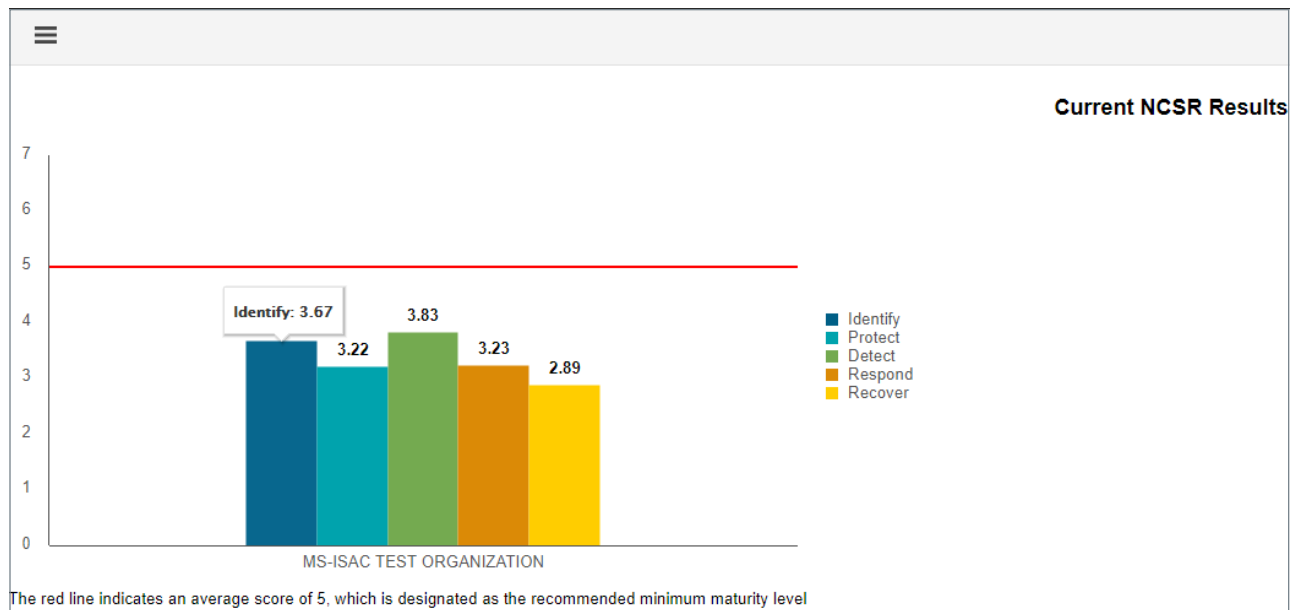
Cancel

Back

Next

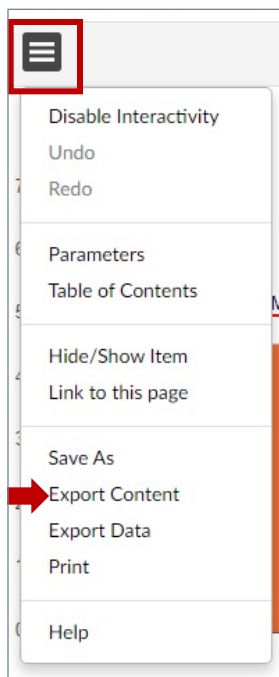
Finish

- 37** Select “Finish” and wait for your report to load. Once the report is loaded, you will see a graph and data represented, as seen below. *Please note, this example is test data and does not reflect any participating organization.*

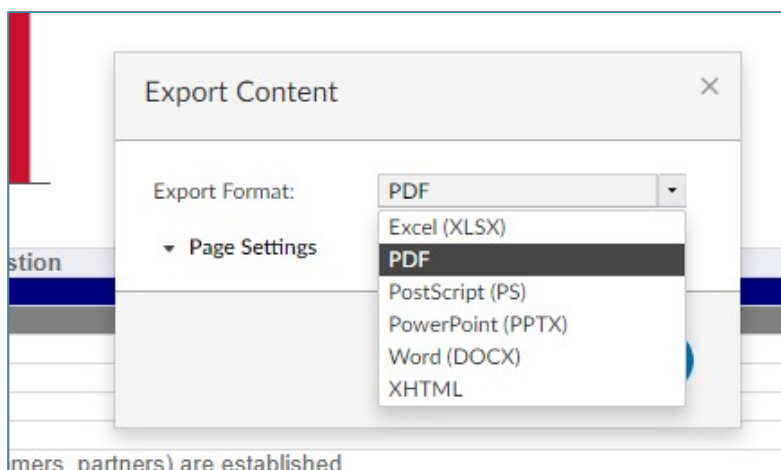


# Sharing and Communicating the Reports

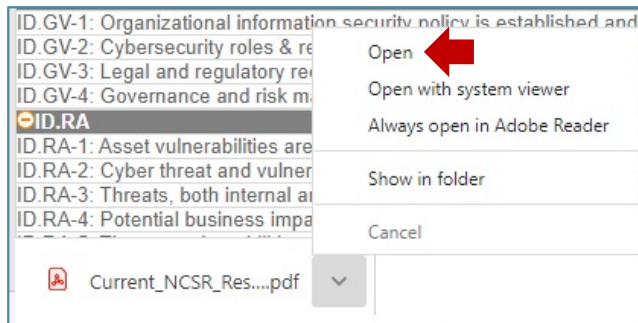
- 38** Using the options below, you may export, save, or print the reports. These options are available when clicking the bar icons on the upper left side of your view within a report. To export your report, select the option "Export Content."



- 39** When exporting, you will be presented with file-type options such as Microsoft Excel and Adobe PDF. We recommend using either of these options for the highest quality.



- 40 Once your document has been exported, the following prompt will appear at the bottom of your screen. Click the arrow and select “Open” to view your report.



- 41 These steps can be used to export data from each report referenced above.

# Guidance and Additional Resources

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The link below directs to the NCSR page on the CIS and MS-ISAC website.

<https://www.cisecurity.org/ms-isac/services/ncsr/>

The “Resources” section on the NCSR page also displays items that can assist an organization with next steps after completing the NCSR.

## Contact the NCSR Team

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If you have any questions, concerns, or issues, please do not hesitate to contact an NCSR team member at [ncsr@cisecurity.org](mailto:ncsr@cisecurity.org), or by phone at (518) 266-3466. We will get back to you as soon as possible.

Thank you for participating in the NCSR!